

**STATE OF HAWAII**  
**Department of Human**  
**Services**

**HOUSING AND COMMUNITY DEVELOPMENT**  
**CORPORATION OF HAWAII**

**REQUEST FOR INFORMATION**  
**(RFI-PEO-06-01)**

to

**Provide Services to Residents**  
**of Federal Public Housing**  
**Through the Resident Opportunities**  
**for Self-Sufficiency Program**

**Including:**  
**Case Management and Congregate Services**  
**for the Elderly and Disabled**

February, 2006  
RFI-PEO-06-01

## REQUEST-FOR-INFORMATION (RFI)

Notice is hereby given that pursuant to Chapter 103F, Hawaii Revised Statutes, relating to the purchases of health and human services, the Housing and Community Development Corporation of Hawaii (HCDCH) is soliciting responses for services to residents of federal public housing as follows: case management and congregate services for the elderly and persons with disabilities (Oahu).

RFI Coordinator:

Ms. Jeanne Hamilton  
Ph. 808-587-3182

RFI Pickup

HCDCH  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

RFI Mail-Ins:

HCDCH  
Planning & Evaluation Office  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

RFI I.D. Number

RFI-PEO-2006-01

Service Activity

Case Management and Congregate Services  
for the Elderly and Disabled (Oahu)  
(est. 3/01/07-02/28/10)

The services being solicited by the HCDCH are described and set forth in a Request-for-Information (RFI). RFIs may be obtained by contacting the RFI coordinator beginning February 13, 2006. The RFI orientation session will be held on Thursday, February 23, 2006, at the Housing and Community Development of Hawaii, 677 Queen Street, Suite 300, from 1:30 p.m. to 2:30 p.m. The RFI will also be posted on the HCDCH website, [www.hcdch.hawaii.gov](http://www.hcdch.hawaii.gov).

All proposals must be delivered to the location specified in the RFI in a manner that will ensure delivery by 4:30 p.m., March 31, 2006.

All hand-deliveries will be accepted at the above site until 4:30 p.m., March 31, 2006. Proposals received after the deadline will be rejected.

**BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, March 31, 2006, will not be accepted for review and will be returned.**

**Hand deliveries will not be accepted after 4:30 p.m., March 31, 2006.**

**Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., March 31, 2006.**

# Request For Information Packet

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# **Section 1 - ADMINISTRATIVE REQUIREMENTS**

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## **GENERAL INSTRUCTIONS**

### **A. Purpose**

The Housing and Community Development Corporation of Hawaii (HCDCH) plans to apply for Resident Opportunities and Self-Sufficiency (ROSS) Program funds in 2006 from the U.S. Department of Housing and Urban Development (HUD) to:

1) Provide supportive services, case management and congregate activities for elderly and disabled residents at selected federal housing projects.

### **B. Issuing Office**

Pursuant to Hawaii Revised Statutes 103F and Hawaii Administrative Rules §3-143-614, this RFI is issued to establish a pool of service providers that HCDCH may use in its grant applications for 2006. In order to do this, background information is being sought on possible providers, their services, and estimated costs of the program. Response to this RFI is optional and does not obligate the applicant or HCDCH to enter into an agreement for services. Failure to respond to this RFI does not disqualify applicants from applying for funds under future requests.

The Planning and Evaluation Office (PEO) of the HCDCH shall administer the RFI process. The issuing office address is:

Housing and Community Development Corporation of Hawaii  
Planning and Evaluation Office  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

### **C. Contact Person**

**If you download this RFI from the web and wish to be informed of any addenda or changes, you must register your name, organization and contact information with the contact person.** Inquiries regarding this RFI should be directed to:

Jeanne Hamilton, Planner  
HCDCH – PEO  
677 Queen Street, Suite 300  
Honolulu, Hawaii 96813

Telephone: (808) 587-3182  
Fax: (808) 587-0600

All questions regarding the prospective applications for future funding may be addressed to the contact person listed above.

#### **D. Cost of Preparing Responses**

There will be no reimbursement for costs associated with developing the response to this RFI. Costs for developing the informational packet are solely the responsibility of the responding organization, regardless whether or not the proposals are included in any grants.

#### **E. Response Preparation and Submission**

Organizations shall prepare responses without expensive artwork, unusual printing, or materials not essential to its utility and clarity. In preparing the response, organizations shall follow the format at the end of this RFI and as instructed in Section 3, Response Content and Instructions. Information not specifically requested may not be considered in the review process.

An orientation session will be held on Thursday, February 23, 2006, in the Planning Conference Room of the Housing and Community Development Corporation of Hawaii, 677 Queen Street, Suite 300, from 1:30 p.m. to 2:30 p.m. If HUD publishes the SuperNOFA prior to the due date below or if major changes are made, a second information session may be held.

Applicants must submit **one original and three bound copies** of the response packet to the HCDCH. All responses must be received by **March 31, 2006, 4:30 p.m.** at the HCDCH, 677 Queen Street, Suite 300, Honolulu, Hawaii 96813.

**All mail-ins postmarked USPS after 12:00 midnight, March 31, 2006, will not be accepted for review and will be returned.**

**Hand deliveries will not be accepted after 4:30 p.m., March 31, 2006.**

**Deliveries by private mail services such as FedEx shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., March 31, 2006.**

#### **F. Disposition of Responses**

All responses, including the concepts, ideas, development and information provided become the property of the State of Hawaii. The selected proposal may be incorporated into a resulting grant application to HUD.

Selected providers are expected to assist HCDCH to submit the applications to HUD. The exact date for submittal has not yet been announced by HUD.

## **G. Execution of Contract**

If HCDCH is successful in its grant application, the selected organization(s) will be required to enter into a formal written contract with the HCDCH in accordance with the laws, rules, and regulations of the State of Hawaii and all federal requirements.

Requirements appearing elsewhere in this RFI shall become part of the terms and conditions of the contract. Request for any deviations must be specifically stated by the organization in its response, which, if the response is selected, may or may not become part of the contract at the sole discretion of the HCDCH.

The funds available for services are limited, and funding may be contingent on HUD award of a ROSS grant to HCDCH. The HCDCH reserves the right to contract for only those services which appear to be in the best interest of the State and for which funds are available. The HCDCH reserves the right to cancel the contract and request new proposals for services if the HCDCH is not satisfied with the selected organization's work.

Upon award of the prospective grant application, the HCDCH will forward a formal contract to the selected organization(s) for execution. The contract shall be signed by the selected organization and returned, together with the required certificate of insurance, valid tax clearance certificate, and other supporting documents covering the contract period, within ten calendar days after receipt of the contract by the selected organization or within such additional time as the Executive Director of the HCDCH may allow.

Any work performed by the selected organization(s) prior to receipt of a Notice to Proceed shall be at the selected organization's own risk and expense. The State of Hawaii and the HCDCH are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the selected organization prior to the receipt of an official Notice to Proceed issued by HCDCH's contracting officer.

## **CRITERIA FOR CONCEPT ACCEPTANCE AND REVIEW**

To ensure that the proposed service meets the application requirements and is designed to achieve the proposed goals and objectives of the prospective grant applications and the contracts HCDCH executes with the funding source, the following criteria have been established.

## **A. Acceptance for Review**

Each proposal shall be evaluated for completeness based on the organization's certification (included in Section 5) that it meets the following criteria:

1. The organization must be in compliance with the standards and conditions of Chapter 103F, Purchases of Health and Human Services, Chapter 103, Part II, 103D Hawaii Revised Statutes ("HRS"), relating to expenditure of public money and public contract. Copies of Chapters 103F, 103, and 103D, HRS can be obtained from a public library or at the State Procurement Office website.
2. The organization or business assures that it has tax exemption verification for non-profit agencies, articles of incorporation, financial statements of the organization, copy of financial audit, by-laws, and applicable licenses that will be provided upon request.
3. The organization or business must be in compliance with laws and standards, i.e., does not violate applicable Federal, State and local laws relating to the contracting process; meets all applicable licensing, certification and accreditation requirements; and has policies to assure ethical conduct of employees and board members.
4. The organization or business assures it will comply with general liability insurance requirements, including listing the State of Hawaii and HCDCH as an additional insured and providing written notice upon cancellation of said insurance.
5. The organization assures it is in good standing with the Department of Commerce and Consumer Affairs (DCCA), if the organization is not pre-registered with the State Procurement Office, the organization will provide a certificate of good standing from the DCCA.
6. The organization shall have a functional accounting system operated in accordance with generally accepted accounting principles.

## **B. Review of Application**

Applications which conform to the above administrative requirements will be reviewed. Further information may be requested at the discretion of the selection committee.

## **C. Proposal Review**

Final selection will not be based on cost alone. Proposals will be reviewed on the basis of which respondent can best provide the services and eligible

activities. Generally, the proposed services should be (a) relevant to the needs of public housing residents, (b) configured and delivered in a manner likely to be successfully received by public housing residents, (c) such that services are likely to achieve successful outcomes which can be quantifiably measured, and (d) appropriately priced comparable to the target population and expected outcomes.

## **STANDARD CONTRACTUAL REQUIREMENTS**

The Selected Organization shall comply with all administrative requirements, which are standard for State of Hawaii contracts. See attached General Conditions. Organizations funded by a federal agency shall be required to comply with Code of Federal Regulations and circulars from the Office of Management and Budget as appropriate.

Selected Organizations shall comply with special requirements of the federal section 3 program which requires to the maximum extent feasible that job training and employment opportunities

## **CONTRACT MONITORING**

All contracts shall be monitored by HCDCH's Housing Compliance Office, in accordance with requirements set forth in **Chapters 103, 103 F, and 103D, HRS and all other applicable State and Federal laws**. Contract monitoring by the Program Specialist will be on a regular basis. Areas of monitoring will include but not limited to:

1. Compliance with contract terms;
2. Degree to which performance targets are met, and services and activities described in the contract are being provided;
3. Appropriateness of clients served;
4. Accuracy and completeness of program execution including case record-keeping, accounting practices and fiscal record-keeping;
5. Utilization of services by federal public housing residents;
6. Observations of program operations and survey of clients and referral sources; and
7. Adherence to personnel standards and practices.



## **Section 2 - SERVICE SPECIFICATIONS**

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### **I. Introduction**

#### **A. Background**

In 1997, the Legislature established the Housing and Community Development Corporation of Hawaii (HCDCH) effective July 1, 1998, through Act 350, SLH 1997. The HCDCH consolidates all state housing functions and is administratively attached to the Department of Human Services. The corporation is a public body and a body corporate and politic. The mission of the HCDCH is to bring people together to make housing dreams come true.

To accomplish its mission, the HCDCH has adopted five priority goals which focus on the areas of 1) providing well-managed rental housing, 2) improving the quality of life for residents, 3) increasing the inventory of affordable housing, 4) ending chronic homelessness, and 5) developing an effective organization. The HCDCH's Resident Services Section provides programs and services that address safety and crime prevention, health, social and economic self-sufficiency needs of residents in public housing.

#### **B. Purpose or Need**

The HCDCH seeks to secure services that would be integrated to meet the larger program goals established under the U.S. Housing and Urban Development (HUD) SuperNOFA competitive grant programs. The Resident Opportunities and Self-Sufficiency (ROSS) program provides support for program activities for residents of federal public housing. HCDCH intends to apply under one category of the ROSS funding: ROSS RSDM for Elderly and Persons Living with Disabilities.

**This Request for Information seeks responses for this program.**

### **II. ROSS RSDM for Elderly and Persons with Disabilities**

#### **A. Goals of Service**

The purpose of the ROSS RSDM for Elderly and Persons with Disabilities program is to provide and coordinate supportive services that lead elderly and/or disabled federal public housing residents to independent living.

## B. Target Population

Residents of Pumehana and Punchbowl Homes who are elderly or persons living with disabilities.

Pumehana has approximately 147 residents, 86% of whom have incomes below poverty level; 75% live alone. Punchbowl Homes has approximately 177 residents who are elderly or have disabilities, with 83% who have incomes below poverty level and 59% who live alone.

Age Distribution of Public Housing Residents in Pumehana and Punchbowl Homes				
Data as of January 2006				
	Pumehana		Punchbowl Homes	
	Number	%	Number	%
Under 62	36	25%	33	19%
62 and older	111	76%	144	81%
75 and older	60	41%	73	41%
85 and older	12	8%	19	11%
Total	147		177	

Language Spoken				
	Pumehana		Punchbowl Homes	
	Number	%	Number	%
English	64	44%	102	58%
Korean	43	29%	34	19%
Chinese dialects	23	16%	26	15%
Vietnamese	2	1%	11	6%
Japanese	3	2%		
Indonesian	2	1%		
Tagalog	2	1%		
Laotian	2	1%		
Unavailable	6	4%	2	1%

## C. Geographic Coverage

Pumehana is located at 1212 Kinau Street. Punchbowl Homes is located at 730 Captain Cook Avenue. Both buildings are in urban Honolulu, Oahu.

## D. Probable Funding Amounts, Source and Period of Availability

Funds are subject to appropriation by the U.S. Congress and allocation by HUD. Funding amounts and period of availability may change upon notice by HUD to HCDCH.

HCDCH anticipates that it will be eligible to apply for up to \$450,000 for a three-year period. However, the grant competition is highly competitive. If HCDCH has 51-75% match (\$229,500 to \$337,500 for a \$450,000 grant), HCDCH will receive 15 points for matching funds. If HCDCH has matching funds at 76% or above (\$342,000 for a \$450,000 grant), HCDCH will receive 20 points for matching funds. HCDCH currently estimates that there will be in-kind services from the Department of Human Services, the Elderly Affairs Division, and HCDCH totaling \$195,000. This estimate will increase significantly if a resident is expected to be served through the Nursing Home Without Walls program.

HCDCH and service providers have also identified needs that are currently unmet, such as the following:

1. Trained exercise leaders for regular classes.
2. Set-up and coordination of housekeeping and/or chore services for residents on wait lists for government funding. (HCDCH has not determined if payment for the services directly can be done with grant funds. HCDCH will clarify this with HUD once the grant announcement is released.)
3. An outreach worker specializing in mental health for Pumehana, Punchbowl Homes, Makamae, Kalanihuia, Kalakaua Homes, Makua Alii and Paoakalani. The resident populations are as follows:

Age Distribution of Public Housing Residents						
	Makamae (2004 data)		Kalanihui (2004 data)		Kalakaua Homes, Makua Alii, Paoakalani (2005 data)	
	#	%	#	%	#	%
Under 62	43	34%	21	11%	72	13%
62 and older	82	66%	175	89%	485	87%
75 and older	45	36%	102	52%	290	52%
85 and older	9	7%	29	15%	84	15%
Total	125		196		557	

The grant period is estimated to cover March 1, 2007 – February 28, 2010. Providers should design programs for funding of up to \$450,000 for a three-year period. If all funds are not expended by the end of the contract period, or if additional funds become available, or if there is demonstrated need, the term and compensation schedule may be increased or extended.

Funds may not be used for major capital improvements or other costs listed as unallowable in Chapter 103F, HRS Cost Principles for Purchase of Health and Human Services or in the Office of Management and Budget Circular A-122, Cost Principles for Non-Profits.

Contractors must implement a system which ensures the minimum time elapsing from the release of funds by HCDCH to its expenditure by the Contractor.

The ROSS grant is a highly competitive grant, and funding is subject to the availability of funds and based upon a successful grant award to HCDCH by HUD. HCDCH has received ROSS Elderly/Persons with Disabilities funds in 2002, 2003, 2004 and 2005. Grant funds may be awarded in full or in part for up to 36 months from the execution of the agreement with HUD. If the HCDCH is unsuccessful in its application for a ROSS grant, no funds will be issued under this RFI for services.

#### **E. Service Activities (Minimum and/or mandatory tasks and responsibilities)**

HCDCH is looking for programs that will result in improved living conditions for the target population. Proposals should involve partnerships with organizations that will help grantees provide enhanced services to the elderly and persons with disabilities.

Section 3 specifies how the applicant shall describe in detail the program goals and objectives, activities and tasks to be undertaken, time line, resources, performance measures, target population and how the required services will be provided. Applicants are encouraged to provide a program coordinator who is responsible for coordinating various program activities and to ensure that their accomplishment will assist in achieving overall grant goals and objectives. Residents in the targeted buildings include both the elderly and adults living with disabilities.

Services must be provided by persons with training and/or expertise appropriate to the type of services offered, within the profession and otherwise certified services, if applicable. Staff must be capable of assessing the needs of the elderly and disabled and coordinating the delivery of services. Satisfactory procedures must be established to recruit, train, schedule and evaluate qualified staff, both paid and volunteer.

The services must be held at a convenient time and place for participants, preferably on-site, and be available on an as needed

basis by the eligible residents. Special consideration should be given to people with special needs, including individuals with limited English-speaking ability, and diverse ethnic backgrounds.

Eligible activities include the following:

- 1) Qualified program staff to run the program. Qualified program staff is someone with at least two years of experience in working on supportive services programs designed for the elderly and/or persons with disabilities. The program staff should be responsible for:
  - a) Assessing participating residents' needs for supportive services (e.g. Medicaid, Medicare, physician care, food stamps, rehabilitation services, veterans disability, state-funded programs such as nurse case management, housekeeping, Meals-on-Wheels; transportation, etc.);
  - b) Designing and coordinating grant activities based on residents' needs; and
  - c) Monitoring the progress of program participants and evaluating the overall success of the program.
- 2) Coordination and set-up of meals services;
- 3) Coordination and set-up of transportation activities;
- 4) Wellness programs including health and nutrition programs, preventive health education, referral to rehabilitation services, services for the disabled and other community resources;
- 5) Personal emergency response;
- 6) Congregate services, includes supportive services provided in a congregate setting at a conventional public housing development; and
- 7) Case management.

Ineligible activities include the payment of wages and/or salaries to doctors, nurses or other staff in relation to medical services provided to residents; payment of wages and/or salaries to participants receiving supportive services and/or training programs; purchase of food; purchase of non-prescription or prescription medications; purchase or rental of land; new construction, materials costs; rehabilitation or physical improvements; purchase or rental of vehicles; and cost of application preparation.

## **F. Management Requirements**

### **1) Personnel**

- a) Staff must be capable of assessing the needs of the targeted population and coordinating the delivery of services. Services must be provided by persons with training and/or expertise appropriate to the type of service offered, within the profession and otherwise certified services, if applicable.

- b) The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.
- c) Pursuant to section 3 of the Housing and Urban Development Act of 1968, contractors shall ensure that employment and other economic opportunities generated shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly those residing in government assisted housing. Any qualified low- or very-low income person shall be provided preference for employment opportunities created by these programs.
- d) Applicants are required to demonstrate that staff possesses the minimum education, training, or credentials to effectively provide services. Applicants are required to provide the management and staff who will provide and oversee the required services.
- e) Applicants are required to demonstrate that the residents of affected public housing development support their programs, either through letters of support from duly elected resident councils familiar with the applicant or through letters of support from residents familiar with the applicant.

## 2) **Administrative**

To be determined eligible by the State, interested applicants must certify or provide documentation of the following (see certification form in Section 5):

- a) Be a profit organization incorporated under the laws of the State **or** nonprofit organization determined by the Internal Revenue Service to be exempt from federal income tax and with a governing board whose members have no material conflict of interest and serve without compensation and with bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations;
- b) Have at least one year's experience with the project or in the program area for which the proposal is being made (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or expertise in the program area);
- c) Have addressed any instances of non-compliance found in past audit and monitoring reports conducted for any social programs administered by HCDCH;
- d) Have no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HCDCH);

- e) Be in good standing with the state Department of Commerce and Consumer Affairs, the State Department of Taxation, and Internal Revenue Service;
- f) Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;
- g) Perform financial and compliance audits in accordance with "Government OMB Circular A-133" and submit the audits to the Department as directed if federally funded for \$300,000 or more.

Applicants must maintain written policies and procedures for the required services including personnel standards, operating procedures, determination of client eligibility, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring.

Contractors shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Comprehensive Liability	\$1,000,000
Automobile Liability	\$ 300,000

The contractor shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH.

The contractor shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action is underway. The U.S. Department of Housing and Urban Development, HCDCH and any of their authorized representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.

### **3) Quality assurance and evaluation specifications**

- a) Contractors shall provide a description of their quality assurance and evaluation plan as requested in Section 2.III.F. The plan should evaluate the efficiency, effectiveness and quality of

services and include an evaluation of services by program participants.

- b) Performance of all contracted agencies shall be monitored on an ongoing basis by the HCDCH through file reviews, desk monitoring, site inspections and/or other methods. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action plan which addresses the corrective actions that will be taken to improve the program, the timeline for implementation and the responsible parties.
- c) Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the contract. Contractors shall agree to make participant files available to the HCDCH for the purposes of monitoring.

#### **4) Output and performance/outcome measurements**

Contractors shall be monitored on their ability to meet output and performance measures as contracted. Applicants should clearly identify the needs of the participants, the activities to be conducted, the projected outputs, and the outcomes measures.

##### **Goals**

Applicants must identify which of the following goals, or provide other goals, that they will use to guide their program activities.

- Programs for the elderly and persons with disabilities that will delay or prevent unnecessary institutionalization.
- Programs for the elderly and persons with disabilities that will improve personal and social enrichment of the residents' lives.
- Programs for the elderly and persons with disabilities that will extend and enhance independent living.

##### **Possible Output Measurements**

- Number of unduplicated residents served each year with case management
- Number of hours of case management provided each year
- Number of unduplicated residents served each year with drop-in services
- Number of hours of drop-in services provided each year
- Number of education/training hours
- Number of unduplicated residents participating in education/training hours
- Number of wellness hours



- Number of unduplicated residents participating in wellness hours
- Number of hours of translation services provided
- Number of unduplicated residents provided with translation services

#### **Outcome measurements**

Applicants must identify which of the following will be used as their outcome measurements and include quantifiable objectives for each. Applicants may also add any appropriate outcome measurements to fit their proposed activities. Achievement of the outcome can be demonstrated through pre- and post-tests and/or participant self-reports.

- Of residents receiving case management services each year, the percentage who continue to live in their residence of choice 12 months after initiation of services, the percentage who report stable or improved functioning 12 months after initiation of services, and the percentage who access support and/or congregate services 6 months after initiation of services.
- Percentage of residents who improve their socialization through participation in at least one form of group activity provided through the ROSS program.

### **5) Reporting requirements for program and fiscal data**

Contractors shall submit quarterly activity and financial reports no later than 30 days after the end of each quarter of the State fiscal year(s) or as otherwise instructed by the HCDCH. The quarterly reports shall summarize program and financial activities, including but not limited to, numbers of individuals and families served, levels of services performed, outcome objectives achieved, demographic data, problems and recommendations to remedy, income and expenditures to date, and the expenditure's relationship to the approved budget and an explanation of variances in said budget.

Contractors shall submit a final report no later than 45 days at the end of the State fiscal year(s) (June 30) or a sooner termination date or as otherwise instructed by the HCDCH. The final report shall document the contractor's overall efforts toward meeting contract requirements and reporting expenditures actually incurred.

Contractors shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH.

### **6) Pricing or pricing methodology to be used**

Pricing shall be on a cost reimbursement method according to the Contactor's approved budget.

## Section 3 - PROPOSAL INSTRUCTIONS

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Organizations shall respond by addressing each of the topic headings listed below and provide the requested information as specified. Proposals shall be typewritten or mechanically printed, double-spaced and pages numbered on 8-1/2" x 11" paper. The proposals shall be stapled or bound in some fashion with one (1) original and three (3) copies submitted for review.

### I. Instructions

- A. This Information Application Form is to be used in conjunction with the Request-For-Information.
  - 1. Complete one RFI Application Title Page. Submit one (1) original plus three (3) copies.
  - 2. Your agency's application shall utilize the following Application Form format where information is requested.
  - 3. Your agency's application shall:
    - a. Be assembled in the order shown in the Table of Contents with the RFI Application Title Page as cover sheet for the entire application form;
    - b. Be bound (stapled, prong paper fastener, etc.);
    - c. Be labeled and tabbed at each section and exhibit;
    - d. Number each page sequentially with the appropriate page number of each section and exhibit entered on the Table of Contents; and
    - e. Include any exhibits at the end of the application.
  - 4. **Do not** submit information that has not been specifically requested, as the rating panel will not refer to such documents in their review.
- B. Information provided in this document may be incorporated into the applicant's contract if funds are awarded.

### II. Instructions for RFI Application Title Page

- A. Complete the application title page using the instructions below.
  - 1. **APPLICANT INFORMATION**  
Legal Name: Enter the legal name of the organization. The legal name is the one that is registered with Department of Commerce and Consumer Affairs.  
DBA: Enter any name that the organization may be doing business as.  
Street Address: Enter street address. Mailing Address: Enter the mailing address of the organization.

2. CONTACT PERSON: Complete the requested information.
3. TYPE OF BUSINESS ENTITY: Place a check next to the appropriate line.
4. FEDERAL TAX ID #.
5. STATE TAX ID #.
6. SOCIAL SECURITY NUMBER (if an individual).
7. DESCRIPTIVE TITLE OF APPLICANTS PROGRAM: Enter a brief, descriptive title of the service being proposed.
8. TARGET GROUP: Describe the target group for the proposed services. All clients served with these funds must be residents of federal public housing but residents on a particular island or from particular developments may be targeted.
9. GEOGRAPHIC AREA TO BE SERVED: Identify the area(s) to be targeted for program services.
10. FUNDING REQUESTED: Complete with the funding requested. The ROSS grants are expected to cover three-year periods.
11. LICENSING AND BUSINESS STATUS QUALIFICATIONS: Check the appropriate box.
12. CERTIFICATION  
Authorized Signature: The authorized representative must sign here.  
Type name and title of Authorized Representative: Enter the name and title of the applicant's authorized representative who signs this application.  
Date Signed: Enter the date the application was signed.

### **III. Proposal Content**

Provide the information requested below. Please tab Sections A, B, C, D, E and F.

#### **A. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicant's organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications.

This section should be a maximum of one page. Clarity and brevity in all sections are important.

## B. Capacity of Applicant and Relevant Organizational Staff

HCDCH will consider the extent to which the proposal demonstrates that the applicant will have qualified and experienced staff dedicated to administering the program.

### 1. Proposed Program Staffing

- a. Staff Experience. The knowledge and experience of your proposed staff, subcontractors, and partners in planning and managing programs for which funding is being requested. Experience will be judged in terms of recent, relevant and successful experience of your staff to undertake eligible program activities. HCDCH will consider experience within the last 5 years to be recent; experience pertaining to the specific activities being proposed to be relevant; and experience producing specific accomplishments to be successful. The more recent the experience and the more experience your own staff members who work on the project have in successfully conducting and completing similar activities, the greater the number of points you will receive for this rating factor. The following information should be provided:
  - (i) The number of staff years (one staff year = 2080 hours) to be allocated to your program by each employee or expert as well as each of their roles in the program;
  - (ii) The staff's relevant educational background and/or work experience; and
  - (iii) Relevant and successful experience running programs whose activities are similar to the eligible program activities described in this grant category.
- b. Organizational Capacity. You will be evaluated based on whether you, your subcontractors and partners have sufficient personnel or will be able to quickly access enough qualified experts or professionals, to deliver the proposed activities in a timely and effective fashion. In order to enhance or supplement capacity, applicants should provide evidence of partnerships with nonprofit organizations and other organizations that have experience providing supportive services to typically underserved populations. Your ability to immediately begin the proposed work program will also be evaluated. Attach resumes or position descriptions (where staff is not yet hired) for all key personnel.

Also provide information on staffing patterns for the appropriate part of the agency: current number of positions, current number of vacant positions; staff turnover rate for the past 5 years.

2. Past Performance of Applicant/Project Coordinator

**Elderly/Persons with Disabilities:** Your narrative must describe how you successfully implemented grant programs designed to assist the elderly/persons with disabilities who reside in low-income housing to live independently.

The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

You will be evaluated according to the following criteria:

- a. Achievement of specific measurable outcomes and objectives in terms of benefits gained by participating residents (i.e. less emergency care, improved health conditions of assisted population, access to a greater number of services);
- b. Success in attracting and keeping residents involved in past grant programs so that grant activities benefited a significant numbers of residents;
- c. Description of timely expenditure of program funding.
- d. Description of past leveraging.

3. Program Administration and Fiscal Management

- a. Program Administration. Describe how you will manage the program; how HCDCH can be sure that there is program accountability; and describe staff's roles and responsibilities. The applicant shall reflect the position of each staff and line of responsibility/supervisions. (Include position title, name and full time equivalency.) Attach both the "Organization-wide" and "Program" organization charts to the Proposal Application.
- b. Fiscal Management. In rating this factor, your skills and experience in fiscal management will be evaluated. If you have had any audit or material weakness findings, you will be evaluated on how well you have addressed them. You must provide the following:
  - (i) A complete description of your fiscal management structure, including fiscal controls you have in place;
  - (ii) List any audit findings (management review, fiscal, etc.) or material weaknesses and what you have done to address them. In order to determine the adequacy of the applicant's accounting system as described under the administrative

rules, please attach the organization's most recent audited statements.

### **C. Need/Extent of the Problem**

This factor addresses the extent to which there is a need for funding your proposed program and your indication of the importance of meeting the need in the target area. In responding to this factor, you will be evaluated on the extent to which you *describe and document* the level of need for your proposed activities and the urgency in meeting the need.

You should use statistics and analyses contained in data source(s) that are sound and reliable. Data that describes socioeconomic conditions at the local level can be found by going to the following websites: [www.bls.gov](http://www.bls.gov) (Bureau of Labor Statistics) or [www.census.gov](http://www.census.gov) (US Census). To the extent possible, the data you use should be specific to the area where the proposed activities will be carried out. You should document needs as they apply to the area where activities will be targeted, rather than the entire locality or state.

In responding to this factor, you should include:

1. Socioeconomic Profile. Any additional information you have that contributes to a thorough socioeconomic profile of the eligible residents to be served by your program, including education levels, languages spoken, needs assessments.
2. Demonstrated Link Between Proposed Activities and Local Need. There must be a clear relationship between your proposed activities, community needs and the purpose of the program funding for you to receive points for this factor.

### **D. Soundness of Approach**

This factor addresses **both** the quality and cost-effectiveness of your proposed work plan. Your work plan must indicate a clear relationship between your proposed activities, the targeted population's needs, and the purpose of the program funding. Your activities must address HUD's policy priorities which relate to this program.

In rating this factor HCDCH will consider:

1. Quality of the Work Plan. This factor evaluates both your work plan and your budget and will be evaluated based on the following components:

- a. Specific Services and/or Activities. Your narrative must describe the specific services and activities you plan to offer and who will be responsible for each. You must also provide a work plan which will enumerate the specific services and activities and outcomes you expect. You may use the format HUD-52764 in Section 5 or at [www.hudclips.org](http://www.hudclips.org) for the work plan.

Your work plan and supporting narrative must describe the specific services and activities you plan to offer and who will be responsible for each. Your activities should involve community partners in the delivery of services.

Please note that for most programs targeted to public housing residents, outreach and recruitment are both challenging and critical to program implementation. Please be explicit in your methods and explain any past experiences with public housing residents that demonstrate the effectiveness of your outreach and recruitment process.

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Services provided in this contract shall maximize use of services currently in existence, both for recruitment and for referrals following completion of the program.

HCDCH will consider how well your proposed activities will:

- (i) Involve community partners in the delivery of services; and
- (ii) Offer comprehensive services versus a small range of services geared toward enhancing residents' quality of life.

- b. Feasibility and Demonstrable Benefits. This factor examines whether your work plan is logical, feasible and likely to achieve its stated purpose during the term of the grant. HUD's desire is to fund projects that will quickly produce demonstrable results and advance the purposes of the ROSS program. Your work plan and supporting narrative must be logical, feasible and likely to achieve the stated purpose during the term of the grant.
- (i) Timeliness. This subfactor evaluates whether your work plan demonstrates that your project is ready to be implemented shortly after grant award, but not to exceed three months following the execution of the grant agreement. Your work plan should indicate timeframes and deadlines for accomplishing major activities.
  - (ii) Description of the problem and solution. Your work plan will be evaluated based on how well your proposed activities address the needs described in Section C above.



- c. Budget Appropriateness/Efficient Use of Grant. The score in this factor will be based on the following:
  - (i) Justification of expenses. You will be evaluated based on whether your expenses are reasonable and well-explained.
  - (ii) Budget Efficiency. You will be evaluated based on whether your application requests funds commensurate with the level of effort necessary to accomplish your goals and anticipated results.

Offerors have the option to use either the HUD Form 424-CBW or the SPO-H-205, 206A, 206B, 206E, 206G, 206H, 206I budget forms in the response to RFI-PEO-06-01.

The Offeror should be aware that the HUD Form 424-CBW must be completed for HCDCH's HUD application, if the Offeror is selected through this RFI process. If HUD funds the grant to HCDCH for which the selected Offeror is an integral part, the selected Offeror must complete the state budget forms for contract execution between HCDCH and the Offeror.

The HUD Form 424-CBW is available at [www.hudclips.org](http://www.hudclips.org).

All state budget forms, instructions and samples are located on the State Procurement Office website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the Proposal Application:

- SPO-H-205 Budget
- SPO-H 206A Budget Justification - Personnel - Salaries & Wages
- SPO-H-206B Budget Justification - Personnel: Payroll Taxes, Assessments & Fringe Benefits
- SPO-H-206E Budget Justification - Contractual Services- Administrative
- SPO- H-206G Budget Justification - Depreciation
- SPO-H-206H Budget Justification - Program Activities
- SPO-H-206I Budget Justification - Equipment Purchases

- d. Links to other ROSS-funded self-sufficiency programs.
2. Addressing HUD's Policy Priorities. HUD wants to improve the quality of life for those living in distressed communities. HUD's grant programs are a vehicle through which constructive changes can be achieved. Your narrative and work plan will be evaluated based on how well it meets the following HUD policy priorities:
- a. Improving the Quality of Life in Our Nation's Communities. In order to receive points in this category, your narrative and work plan must

indicate the types of activities and training programs you will offer which can help residents

i) **Elderly/Persons with Disabilities:** to continue to live independently.

- b. Providing Full and Equal Access to Grassroots Faith-Based and Other Community-Based Organizations in HUD Program Implementation. HUD encourages applicants to partner with grassroots organizations, e.g., civic organizations, grassroots faith-based and other community-based organizations that are not usually effectively utilized. These grassroots organizations have a strong history of providing vital community services such as developing first-time homeownership programs, creating economic development programs, providing job training and other supportive services. In order to receive points under this factor, your narrative and work plan must describe how you will work with these organizations and what types of services they will provide. HUD considers an organization to be grassroots if it is headquartered in the local community to which it provides services and if it has a social services budget of \$300,000 or less or has six or fewer full-time equivalent employees. The Contractor must demonstrate its commitment to work with these organizations.

## **E. Leveraging Resources**

The proposal to HUD will need at least a 75% match.

**Elderly/Persons with Disabilities:** HCDCH intends to use the Department of Human Services Nursing Home Without Walls and the counties' Kupuna Care program expenditures for recipients living in public housing as the match. The applicant should also detail any other in-kind or matching funds that it brings to this program, including volunteer hours.

## **F. Achieving Results and Program Evaluation**

Development and reporting of performance measures and outcomes are important. Applicants must demonstrate how they propose to measure their success and outcomes.

“Outcomes” are benefits accruing to the residents, families and/or communities during or after participation in the ROSS program. Outcomes are not the actual development of self-sufficiency services or program activities. Applicants must clearly identify the outcomes to be achieved and measured. Examples of outcomes are: decreased use of emergency

services, improved health status of participants, or improved access to supportive services.

In addition to outcomes, applicants must establish interim benchmarks or outputs for their proposed program that lead to the ultimate achievement of outcomes. “Outputs” are the direct products of a program’s activities. Examples of outputs are: the number of eligible residents that participate in supportive services, the number of new services provided, the number of residents receiving counseling, or the number of residents participating in programs. Outputs should produce outcomes for your program.

Identify program outcomes, outputs, benchmarks, and performance indicators that will allow you to measure your performance. Performance indicators should be objectively quantifiable and measure actual achievements against anticipated achievements. You should identify what you are going to measure, how you are going to measure it, and the steps you have in place to make adjustments to your work plan if performance targets are not met within established timeframes.

## Section 4 – SELECTION OF SUB-GRANTEES

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### INTRODUCTION

HCDCH is planning to apply for one competitive HUD ROSS funding programs for services for residents of federal public housing under the 2006 HUD SuperNOFA, which has not yet been issued.

To be competitive, HCDCH will have to submit an application that scores as high as possible according to the HUD criteria. The application is part of a highly competitive national competition. HUD awarded ROSS Elderly grants to HCDCH in 2002, 2003, 2004 and 2005 and a Neighborhood Networks grant in 2003. However, HCDCH's ROSS Family application in 2003 was not funded. HCDCH will evaluate the responses to this RFI to maximize HCDCH's scoring according to the criteria established by HUD. This RFI reflects the 2005 scoring criteria. If the 2005 SuperNOFA changes the scoring criteria such that HCDCH believes that this RFI should be modified, HCDCH will modify this RFI.

The evaluation of information received in response to the RFI will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation and the competitiveness of HCDCH's application.

### II. EVALUATION PROCESS

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge or, and program responsibility for program service and financing.

### III. EVALUATION CRITERIA

HCDCH will score potential **ROSS-Elderly/Persons with Disabilities** sub-grantees as follows:

B. Capacity of Applicant and Relevant Organizational Staff	
1. Proposed Program Staffing	
a. Experience	4
b. Organizational Capacity	3
2. Past Performance of Applicant	6
3. Program Administration and Fiscal Management	
a. Program Administration and Accountability	6
b. Fiscal Management	6

C. Need/Extent of Problem	
1. Socioeconomic Profile	7
2. Link between Proposed Program and Need	8
D. Soundness of Approach	
1. Quality of Work Plan	
a. Specific Services and Activities	12
b. Feasibility and Demonstrable Benefits	8
c. Budget Appropriateness/Effective Use of Grant	10
2. Addressing HUD priorities	
a. Improve Quality of Life	5
b. Provide Full and Equal Access to Grassroots Organizations	5
E. Leveraging Resources	5
F. Achieving Results and Program Evaluation	15
TOTAL	100

## **Section 5 –Forms**

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This section includes forms and certifications.

1. RFI Application Title Page
2. Table of Contents
3. Certification
4. Work Plan format – ROSS Elderly/Persons with Disabilities HUD HUD-52764
5. HUD Forms 424-CBW and 424-CBW-I (Instructions)

DEPARTMENT OF HUMAN SERVICES  
HOUSING AND COMMUNITY DEVELOPMENT CORPORATION OF HAWAII

**RFI APPLICATION TITLE PAGE**

**RESPONSE TO RFI#:** \_\_\_\_\_ **RFI TITLE:** \_\_\_\_\_

**1. APPLICANT INFORMATION:**

LEGAL NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

NAME \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

e-mail \_\_\_\_\_

**3. TYPE OF BUSINESS ENTITY:**

- ☐ NON PROFIT CORPORATION  
☐ FOR PROFIT CORPORATION  
☐ LIMITED LIABILITY COMPANY  
☐ SOLE PROPRIETORSHIP  
☐ PARTNERSHIP

**4. FEDERAL TAX ID #:** \_\_\_\_\_

**5. STATE TAX ID #:** \_\_\_\_\_

**6. SSN (IF AN INDIVIDUAL):** \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S PROGRAM:**

**8. TARGET GROUP:**

**9. GEOGRAPHIC AREA(S) APPLICANT IS ABLE TO SERVE:**

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> EAST HAWAI'I | <input type="checkbox"/> KAUAI          |
| <input type="checkbox"/> WEST HAWAI'I | <input type="checkbox"/> LEEWARD O'AHU  |
| <input type="checkbox"/> MAUI         | <input type="checkbox"/> CENTRAL O'AHU  |
| <input type="checkbox"/> MOLOKA'I     | <input type="checkbox"/> WINDWARD O'AHU |
| <input type="checkbox"/> LANA'I       | <input type="checkbox"/> HONOLULU       |

**10. PROGRAM AREA:**

ROSS RSDM ELDERLY/DISABLED ☐

**11. FUNDING REQUEST:**

FY \_\_\_\_:

FY \_\_\_\_:

FY \_\_\_\_:

TOTAL: \_\_\_\_\_

**12. LICENSING AND BUSINESS STATUS QUALIFICATION:**

- ☐ APPLICANT IS PREREGISTERED.  
☐ APPLICANT IS NOT PREREGISTERED-FORM SPO-H-100A AND  
REQUIRED DOCUMENTATION IS ATTACHED.

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
NAME & TITLE

\_\_\_\_\_  
DATE SIGNED

## Table of Contents

### Application Title Page

<b>A. Executive Summary.....</b>	<b>2</b>
<b>B. Capacity of the Applicant and Relevant Organizational Staff.....</b>	<b>3</b>
(include program and organization-wide organization charts)	
<b>C. Need/Extent of the Problem.....</b>	<b>4</b>
<b>D. Soundness of Approach (include work plan) .....</b>	<b>5</b>
<b>E. Leveraging Resources.....</b>	<b>6</b>
<b>F. Achieving Results and Program Evaluation.....</b>	<b>7</b>

### Attachments:

#### 1. Certification

#### 2. Letters of Commitment for Section E

#### 3. Budget Forms

Use either the HUD form or the State Procurement Office Forms.

The HUD Form 424 CBW is available at [www.hudclips.org](http://www.hudclips.org) .

The following State Procurement Office Forms are available on the following website: <http://www2.hawaii.gov/spoh/>

SPO-H-205

SPO-H-206A

SPO-H-206B

SPO-H-206H

SPO-H-206I

**4. Letters of Support** from resident associations in targeted projects (ROSS—Elderly/Persons with Disabilities) or from residents currently receiving services, if applicable.



## **Certification**

### **Certification of Consistency and Compliance with State of Hawaii Procurement Requirements**

I certify that the proposed activities will be consistent with the following and comply with all State of Hawaii statutes and regulations related to the following:

7. The Organization is in compliance with the standards and conditions of Chapter 103F, Purchases of Health and Human Services, Chapter 103, Part II, 103D Hawaii Revised Statutes ("HRS"), relating to expenditure of public money and public contract. Copies of Chapters 103F, 103, and 103D, HRS can be obtained from a public library.
8. The organization is a profit organization incorporated under the laws of the State or nonprofit organization determined by the Internal Revenue Service to be exempt from federal income tax and with a governing board whose members have no material conflict of interest and serve without compensations and with bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations;
9. The organization or business assures that it has tax exemption verification for non-profit agencies, articles of incorporation, financial statements of the organization, copy of financial audit, by-laws, and applicable licenses that will be provided upon request.
10. The organization or business is in compliance with laws and standards, i.e., does not violate applicable Federal, State and local laws relating to the contracting process; meets all applicable licensing, certification and accreditation requirements; and has policies to assure ethical conduct of employees and board members.
11. The organization or business assures it will comply with general liability insurance requirements, including listing the State of Hawaii and HCDCH as an additional insured and providing written notice upon cancellation of said insurance.
12. The organization assures it is in good standing with the Department of Commerce and Consumer Affairs (DCCA), if the organization is not pre-registered with the State Procurement

Office, the organization will provide a certificate of good standing from the DCCA.

13. The organization has a functional accounting system operated in accordance with generally accepted accounting principles.
14. The organization has at least one year's experience with the project or in the program area for which the proposal is being made (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or expertise in the program area).
15. The organization has addressed any instances of non-compliance found in past audit and monitoring reports conducted for any social programs administered by HCDCH.
16. The organization has no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which have a repayment plan approved by the Executive Director of the HCDCH).
17. The organization will perform financial and compliance audits in accordance with "Government OMB Circular A-133" and submit the audits to the Department as directed if federally funded for \$300,000 or more.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2006

By: \_\_\_\_\_  
Applicant Chief Executive Officer, or Other Authorized Representative

For: \_\_\_\_\_  
Applicant

Distributed by:  
Housing and Community Development Corporation of Hawaii  
February 2006